

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100075-4

<b>REPORTS INVENTORY</b> PREPARE IN DUPLICATE					CONTROL NO. DDS/OF-068	
1. TITLE OF REPORT (If a fill-in report include Form No.) Monthly Cash Balance Report - Field Stations					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input checked="" type="checkbox"/> FINANCE	<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)		
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form, computer print-out, etc) Form		8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
10. PREPARING COMPONENT (include lowest level contributing information to report) Monetary Division, Field Ops. Branch			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-07	\$3.89	8	=	\$31.12	12	= \$ 373.44
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$ 373.44	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Management Report for Monetary Division						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> OTHER (explain)					ESTIMATED SAVINGS MAN-HOURS -0-	
					DOLLARS -0-	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100075-4			18. EXTENSION	

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(22-36-43)